



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

Issue Date: September 22, 2016

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Posting No.: 302-16

☐ Interested individuals who meet the stated requirements

TITLE: Contract Administrator 1, Corrections **SALARY:** \$53,910.34 – \$76,393.06

LOCATION: Central Office, Office of Community Programs – Contract Compliance Unit – Trenton, NJ

JOB DESCRIPTION: Under direction of a Contract Administrator 1 or other supervisory officer in the Department of Corrections, initiates the development of contracts with private non-profit community agencies for the care, supervision, subsistence, and security of persons committed to a correctional institution; monitors the physical plant, administration of programs, and facilities; provides training to agencies; does other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Two (2) years of experience in the development, administration, analysis or evaluation of contracts for the rehabilitation and social adjustment of offenders.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Public Administration, Social Services Administration, Business Administration, Criminal Justice, Accounting, or Finance may be substituted for one (1) year of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

PLEASE INCLUDE RESUME *AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN October 6, 2016.

Forward Response To: Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-0863

Emailed resumes are to be sent only to:

Civilian.Recruitment@doc.nj.gov

The New Jersey Department of Corrections is an Equal Opportunity Employer